

Distance Education Committee Agenda
April 1, 2010
9:00 AM in 303 (Academic Senate room)

Consent Agenda

1. Minutes of the March 18, 2010 meeting

Reports/Updates

1. Multimedia room update
2. Etudes 101
3. DE Veteran's workshop
4. Other

Action Items

1. None

Discussion/Information Items

1. Distance Education department job descriptions
2. Regular Effective Contact
3. DE faculty survey
4. DE student survey

**Imperial Valley College
Distance Education Committee Meeting
Unofficial Minutes
March 18, 2010**

Present: Michael Heumann Allyn Leon
Taylor Ruhl Andres Martinez
Jeff Cantwell Val Rodgers
Gaylla Finnell Mary Jo Wainwright
Martha Olea Deirdre Rowley
Ralph Marquez

Not Present: Martha Garcia, Omar Ramos, Paige Lovitt

Visitors: Sidne Horton, Wayne Wright, Dawn Chun

The meeting was called to order at 9:03 a.m., by Michael Heumann (Chair).

I. Consent Agenda: M/S/C (Martinez/Marquez) to approve the minutes for February 25, 2010 and March 4, 2010.

II. Reports/Updates:

1. **Multimedia room update**-Andres Martinez will schedule a meeting to evaluate if the media equipment that IVC owns needs to be upgraded or if new equipment needs to be purchased. Moreover, Andres is inquiring about purchasing new equipment for the multimedia room that will be located in room 2751. Gordon Bailey will be invited to the meeting to provide technical advice.
2. **Etudes 101**-Andres Martinez informed the DE Committee that seven people are registered for the upcoming ETUDES 101 training that will commence on Friday, March 19, 2010. Additionally, he mentioned that four additional faculty members were interested; however, they were unable to register due to a time conflict. Michael Heumann recommended that deans complete Etudes 101 in order to gain an understanding of the program, since they will be evaluating online instructors. Taylor Ruhl suggested that deans complete Etudes 101 training and Banner training. Taylor asked Jeff Cantwell if Banner training for deans can be provided. Michael suggested that deans complete a full day of training, which includes half day of Etudes training and half day of Banner training.
3. **DE Veteran's workshop**-Michael Heumann informed the DE Committee that the DE Veteran's workshop will probably be held on April 16, 2010 from 9:00 a.m. to 12:00 p.m. Val Rodgers offered the computer lab located in room 902. Michael mentioned that the computer lab located in room 2610 is also a viable option. Michael stated that this discussion will continue during the next DE Committee meeting to determine who will be participating.

4. **Other-**

DE Positions Papers-Michael Heumann presented the DE position papers during the last Academic Senate Committee meeting and stated that some faculty disagreed. He stated that the item was tabled and will be discussed during the next Academic Senate Meeting scheduled for April 21, 2010.

Additional Committee-Michael Heumann stated that it may be necessary to develop a third committee that will have the responsibility of merging the Technology Planning Committee and the Distance Education Committee. Taylor Ruhl stated that he would like to form the Learning Services & Instructional Committee.

Etudes Summit-Michael Heumann stated that Dr. Gould will be the keynote speaker during the upcoming Etudes Summit. Andres Martinez, Sidne Horton and David Zielinski will be attending the Etudes Summit this year. Michael shared the experience he had last year during the Etudes Summit.

Online orientation information-Michael Heumann stated that online orientation information will be posted on the DE website. Valerie Rodgers stated she emailed Omar Ramos to request that he post the information. Moreover, Ralph Marquez stated that registration for Summer courses will begin in May.

III. Action Items:-No action items.

IV. Discussion Items:

1. **Distance Education department job descriptions**-Michael Heumann described the DE Department Chair job description and requested that the DE Committee review the description and email him with additional changes or suggestions. Michael stated that the final DE Department Chair description must be presented to the Academic Senate. Taylor Ruhl stated that the description must include who the DE Department Chair will report to. Mary Jo Wainwright suggested that the DE Department Chair should work closely with other department chairs to approve online courses and evaluate them. Michael stated that it is imperative that other faculty members be educated in regards to Distance Education and online teaching. Valerie Rodgers stated she will make a presentation to the Board of Trustees upon the conclusion of ACCESO. Michael stated that other DE job descriptions will be discussed during the next meeting.

V. Meeting was adjourned at 10:03 a.m.

Regular Effective Contact

Title 5 and the Distance Education Guidelines for the California Community Colleges state:

§ 55204. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

(a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

(b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55204

This section defines what contact must be maintained between instructor and student:

Subsection (a) stresses **the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status.** The use of the term “regular effective contact” in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.

Subsection (b) honors the principle that for DE courses, there are a number of acceptable interactions between instructor and student, not all of which may require in-person contact. Thus, districts will need to define “effective contact,” **including how often, and in what manner instructor-student interaction is achieved.** It is important that districts document how regular effective contact is achieved. Since regular effective contact was declared an academic and professional matter, this documentation must include demonstration of collegial consultation with the academic senate, for example through its delegation to the local curriculum committee. A natural place for this to occur is during the separate course approval process (see section 55206). Documentation should consist of the inclusion of information in applicable outlines of record on the type and frequency of interaction appropriate to each DE course/section or session. As indicated in the Guideline to Section 55202, districts need to describe the type and quantity of student-faculty interaction in their annual reports to their local governing boards and the State Chancellor’s Office.

Background:

In hybrid or fully online courses, ensuring **Regular Effective Instructor/Student Contact** guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning. In a face to face course the instructor is present at each class meeting and interacts via all class announcements, lectures, activities and discussions that take a variety of forms. For example, discussions can be held as part of a lecture format, group work scenarios, or content review sessions. The instructor also serves as a content advisor when he or she answers questions both as they come up in class and as they arise in individual situations. These types of questions are dealt with via the telephone, email, or face to face office visits.

IVC Guidelines for Regular, Effective Contact

All DE courses at IVC, whether hybrid or fully online, will include regular effective contact as described below:

- **Initiated interaction:** Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Providing students with an open ended question forum, although appropriate, does not constitute the entirety of effective instructor initiated interaction.
- **Frequency:** DE Courses are considered the "virtual equivalent" to face to face courses. Therefore, the frequency of the contact should be at least the same as would be established in a regular, face to face course. This suggests that, **at the very least**, the number of instructor contact hours per week that would be available for face to face students, should also be available, in asynchronous and/or synchronous mode, with students in the DE format. Contact should be distributed in a manner that will ensure that regular contact is maintained given the nature of asynchronous instructional methodologies.
- **Establishing expectations:** An instructor or department established policy describing the frequency and timeliness of instructor initiated contact and instructor feedback, will be posted in the syllabus and/or other course documents that are made available for students at the beginning of each semester.

Type of Contact

Regarding the type of contact that will exist in all IVC DE courses, instructors will, at a minimum, use the following resources to initiate contact with students:

- Threaded discussion forums with appropriate instructor participation.
- Email
- Weekly announcements in Etudes

- Timely evaluation of coursework

Suggestions

- Instructors should also choose to use other forms of communication, as mentioned in section 55204 of Title 5. (“...through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.” CCCConfer, video conference, podcast, or other synchronous technologies may also be included.)
- It is suggested that Instructors should have a threaded discussion that is set aside for general questions about the course and may wish to have weekly or other timely, question and answer sessions available to students. This may also be accomplished through virtual office hours.